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Intergovernmental Negotiating Committee for a Framework
Convention on Climate Change
Second session
Geneva, 19 June 1991

PRACTICAL INFORMATION FOR PARTICIPANTS

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General Information

Plan of Palais des Nations

1. Date and place of the Intergovernmental Negotiating Committee

The second session of the International Negotiating Committee for a Framework Convention on Climate Change will be held at the

Palais des Nations
8-14, avenue de la Paix
1211 Geneva 10
Switzerland

Telephone: (022) 734.60.11 and 731.02.11
Telegrammes: UNATIONS, GENEVE
- Telex: 28.96.96
Telefax: (41.22) 733.65.42

The session will open at 11.30 a.m. on Wednesday, 19 June 1991 in Room XX.

2. Access to the Palais des Nations

Pedestrians and motorists will find it most convenient to use the Route de Pregny entrance (Doors 40/41) (see plan attached).

3. Participation in the Intergovernmental Negotiating Committee

Participation in the Intergovernmental Negotiating Committee is open to all States members of the United Nations and States members of specialized agencies, with the participation of observers in accordance with the established practice of the General Assembly. Relevant non-governmental organizations are also invited to make contributions to the negotiating process, as appropriate, in accordance with paragraph 19 of General Assembly resolution 45/212.

4. Registration

Access to the Intergovernmental Negotiating Committee will require the presentation of an identity badge or, for members of Geneva-based missions, their diplomatic badge. Identity badges will be issued by the Registration Desk and should be obtained by participants as soon as possible after their arrival in Geneva. Registration will take place on Monday, 17 and Tuesday, 18 June from 10.00 a.m. to 6.00 p.m.; and from Wednesday, 19 June to Friday, 28 June from 9.00 a.m. to 6.00 p.m. Registration will take place at Door 40, second floor mezzanine, from Monday, 17 June to Friday, 21 June; and in Office E.3057 from Monday, 21 June to Friday, 28 June. Delegates are requested to show a copy of the official communication regarding their participation at the time of registration. It would be appreciated if one member of each delegation could undertake the registration formalities for the entire delegation.

5. Conference rooms

Meetings will be held in the New Building of the Palais des Nations from 19 - 21 June in Rooms XVIII, XX, XXV and XXVI and from 24 - 28 June in Rooms XVIII, XX, XXII and XXIII.

6. Meetings facilities

The Intergovernmental Negotiating Committee has available to it two six-language teams of interpreters permitting two simultaneous official meetings each morning and afternoon. Within the limits of the space and services available, every effort will be made to accommodate groups of delegations wishing to meet informally. Requests should be made to the Office of the Secretary of the Committee, (E.3056, tel. 5071).

Limited facilities will be available on Saturday, 22 June 1991 for informal meetings without interpretation.

The daily schedule of metings will be announced in the Journal of the Intergovernmental Negotiating Commitee and posted on the bulletin boards at the main entrance to the "E" building at Door 40.

7. Telephone information service

Delegations are informed that a telephone information service is in operation giving the programme of meetings. This service gives the programme of meetings as established at the end of each morning and each evening. To consult this service, please dial 734.91.00.

8. Interpretation

Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish at official meetings.

Any representative may, in accordance with rule 42 of the rules of procedure of the Committee, make a statement in a language other than the above six languages. In this case, the representative shall provide either interpretation or a written text of the statement in one of those six languages. Interpretation into the other five languages of the Committee, based on the interpretation or translation supplied by the representative, will then be issued by the official interpreters.

9. Admission of the public to meetings

Meetings of the plenary of the Intergovernmental Negotiating Committee will be in public, unless otherwise decided. There will be seats for the press and public in the gallery. In accordance with rule 46 of the rules of procedure, meetings of the Working Groups shall be held in private unless otherwise decided.

10. Documentation

The official documentation of the Intergovernmental Negotiating Committee, which will be issued in Arabic, Chinese, English, French, Russian and Spanish, consists of:

(a) Pre-session documents which will have been distributed to all member States before the opening of the Committee. Delegations are urged to use the sets they will have received. Subsequent requests for further copies will be met as long as stocks permit. A limited number of copies relevant to the agenda item under discussion will also be made available in the meeting room.

(b) In-session documentation which will be distributed to delegations in a limited number of copies in the official language of their choice at the distribution counter, new building second floor, at Door 40.

A list of documents for the Committee is given in Annex III of document A/AC.237/7.

11. Enquiries regarding travel and subsistence expenses

Mr. M. Choucri, UNCTAD Administrative Service (Office Boc.129, tel. 2084) will be available to answer questions from eligible delegations regarding payment of travel and daily subsistence allowance from the voluntary fund established for this purpose under General Assembly resolution 45/212.

12. General enquiries

Information regarding the registration of participants and guidance on a range of matters of interest to participants will be provided at the Registration area (Door 40); directions will also be given to other services, such as medical aid, travel, mail, banking and communications.

13. Lost property

Enquiries regarding lost property should be addressed to office no. A.256, telephone 2950.

14. List of participants

A provisional list of participants will be distributed at the beginning of the Intergovernmental Negotiating Committee. This list will be issued on the basis of information provided in writing to the secretariat up to the date of submission. As further communications are received, addenda to the list will be circulated. In the event of any corrections or additions, delegations are kindly requested to notify the secretariat in writing at the Registration area or in office no. E.3057.

Appendix I

GENERAL INFORMATION

1. Public transport

A bus service operates between Place Cornavin and the Palais des Nations and connects with tram, trolley and motor bus routes to other parts of town.

Taxis can be ordered through the guard on duty at the nearest entrance door.

2. Traffic and parking of vehicles

(a) General

Motorists are asked:

- to exercise care and drive very slowly within the grounds and immediate vicinity of the Palais des Nations;

- to observe traffic signs and instructions given by the attendants in charge of traffic and parking;

- in the event of an accident to follow the attendant's instructions or, in his absence, those of the official in charge at the Conciergerie (Door No. 2) with regard to first-aid arrangements and certain necessary formalities.

(b) Parking

Cars with a CD registration number (GE or VD) have free access to the car park and garage reserved for delegations. Other vehicles should bear a sticker issued on request by the Security Unit, Room E.3007 (near Door 40, ext. 5041). Delegates may park their cars in parks P.3, P.4, P.5 and level B of the underground garage in the new building (entry at the north (Lausanne) end of the new building).

3. Post, telegraph and other facilities

The telephone number of the Palais des Nations is 734.60.11.

Full postal, telegraph and telephone facilities are available in the Palais des Nations.

The Post Office (installed by the Swiss Postal Authority) is situated:

- Council Building: Ground floor (Door No. 6, ext. 2568):

Opening times: Monday - Friday 8.30 a.m. - 5.00 p.m.
Saturday - Sunday closed

The Telegraph Offices are situated:

- Council Building: Door No. 6, ext. 2562):

  Opening times: Monday - Friday 8.30 a.m. - 6.45 p.m.

- New Building: 2nd floor (Door No. 41, ext 2598):

  Opening times: Monday - Friday 9.30 a.m. - 12.30 p.m.
  2.30 p.m. - 5.00 p.m.

4. Instructions on the use of the telephone

(a) To obtain a number within the building, lift the receiver and dial the required number as soon as the dialling tone is heard.

(b) To obtain a Geneva number, lift the receiver, wait for the first dialling tone then dial 0. When the second tone is heard, dial the required number.

Private telephone calls

(a) Private inter-urban calls can be made during the day from the Telegraph Offices listed under paragraph 3. In addition, there are paying call boxes in the new building in the hall of the Post Office (2nd floor, Door No. 41) as well as on the 3rd, 4th, 6th, 8th and 10th floors, near lifts 42A, 42B, 43A and 43B.

(b) Private international calls can be made during the day from the Telegraph Offices listed under paragraph 3 or, when the latter are closed, through the Conciergerie (Door No.2).

5. Restaurant, cafeteria and bars

The restaurant on the 8th floor of the Assembly Building serves hot meals from 11.45 am. to 2.30 p.m. The restaurant is closed on Saturdays and Sundays.

The restaurant will make arrangements for cocktail parties, private luncheons and dinner parties (ext. 3588).

The cafeteria, on the ground floor of the Assembly Building, is open to members of delegations, journalists, etc., and to officials from Monday to Friday from 8.15 a.m. to 5.30 p.m. Hot meals are served from 11.30 a.m. to 2.30 p.m. (ext. 3595).

The bar on the ground floor of the Council Building (Lobby No. 6) is open from 9.00 a.m. to 7.00 p.m. from Monday to Friday.

The bar on the first floor of the Conference area of the New Building is open from 9.00 a.m. to 5.30 p.m.

Room VI (3rd floor, Assembly Building) is open from 8.30 a.m. to 4.45 p.m.

All bars are closed on Saturdays and Sundays.

6. Delegates' Lounge and cloakrooms

The Delegates' Lounge, Room VI (3rd floor, Assembly Building), is open from 8.30 a.m. to 4.45 p.m.

Unattended cloakrooms and coatracks will be found in close proximity to all conference rooms. However, the United Nations can assume no responsibility for the loss of or damage to any articles deposited there.

7. Bank

The United Nations branches of Lloyds Bank (International) Ltd. are located as follows:

Council Building: ground floor (Door No. 6) ext. 2811.

Opening times: Monday - Friday: 9.30 a.m. - 4.30 p.m.

8. First Aid

Emergency first aid is available as follows:

Secretariat Building: Room No. 016 (basement), ext. 2807, from 8.00 a.m. - 7.00 p.m.

New Building: Room E.3053 (3rd floor), ext. 5009, from 8.30 a.m. - 12.30 p.m. and from 4.00 p.m. to 5.30 p.m.

After normal working hours application should be made to the Conciergerie, Door No. 2 (ext. 2902, 2945 and 2947).

The services of a doctor can be obtained if required.

9. Travel agency

Thos. Cook and Son has an office on the ground floor in the lobby of the Council Building (Door No. 6, ext. 2850) which is open during the following hours:

Monday - Friday: 9.00 a.m. - 4.30 p.m.

10. Library

Applications to consult books and periodicals should be made to the Reference Loan Service on the first floor of the Library Wing (ext. 4194). This service and the specialized reading rooms are open from 8.30 a.m. to 5.30 p.m. (Monday to Friday).

11. Sale of publications

United Nations publications are on sale at the kiosk in the lobby of the Council Building (Door No. 6) and on the second floor of the New Building (Door No. 40). Delegates are entitled to a 25 per cent discount on the purchase of any of these publications. A discount is also applicable to similar purchases by accredited intergovernmental and non-governmental organizations.

12. Postage stamps - United Nations Postal Administration

In accordance with the Postal Agreement signed by the United Nations and the Swiss Federal Postal Administration mail despatched from the Palais des Nations is franked exclusively with United Nations stamps in Swiss Francs. These stamps are valid only for mail posted in the Palais des Nations. Swiss stamps may not be used for franking mail posted in the Palais des Nations.

A United Nations Postal Administration sales counter, where philatelists can purchase United Nations stamps in Swiss Francs or Dollars, is open from 8.30 a.m. to 1.00 p.m. and from 2.00 p.m. to 5.00 p.m. on the ground floor of the Council building, Door No. 6.

Stamps in dollars are used for franking mail posted at United Nations Headquarters in New York.

13. Sale of newspapers and periodicals

Newspapers and periodicals are on sale at Naville kiosks:

Council Building: Lobby, Door No. 6.
New Building: 2nd floor, north end (Lausanne side).

14. SAFI

The Purchase and Order Group of International Civil Servants is located in the basement of K Building, entrance by Door No. 1, and is open Monday to Friday from 12.30 p.m. to 6.30 p.m.

PLAN DU PALAIS DES NATIONS GENÈVE